

PROCEDURES TO SPONSOR UNESCORTED CIVILIAN VISITORS

The Base Access Request form (MCBH S-7 Form 5532) is for Active Duty, Reserve, Retired Military, Dependents, and DoD Employees to request unescorted base access for non-military affiliated civilian personal visitor(s) for a one day visit or special event. This form must be received at the PMO Customer Service Center at least five business days before the visit.

Foreign National Visitors do not have unescorted base access and cannot be included on this form. Please refer to Base Order 5532 for requirements to sponsor Foreign National Visitors.

Your civilian visitor(s) must pre-enroll in the Defense Biometric Identification System (DBIDS) at <https://dbids-globl.dmdc.mil/enroll#!/> no more than 30 days and no less than five days before the visit. Your visitor(s) must list your contact information in DBIDS in the sponsor section and include your name, email address, telephone number, and purpose of the visit. At the completion of the pre-enrollment, your visitor(s) will receive a pre-enrollment confirmation code and a QR code which they can print, save as a PDF, and/or write down the alpha-numeric code. As the sponsor, you must include the alpha-numeric code with the visitor(s) name on the Base Access Request form. If your visitor(s) receive certificate error messages or security warnings when attempting to pre-enroll in DBIDS from a non DoD computer, tablet or smartphone, please have them visit <https://www.dau.mil/faq/p/DoD-PKI-Certificates> and follow the step by step instructions.

The preferred method to send the Base Access Request form to PMO is through a government email account where the sponsor can digitally sign the form with a CAC. This process verifies your identity and your authority to sponsor. The email address to the PMO Customer Service Center is: mcbkbaz.pmoservices@usmc.mil

Sponsors who cannot digitally sign the Base Access Request form must deliver the Base Access Request form to the PMO Customer Service Center, building 1095, MCB Hawaii, or the Pass and Registration Office, B601, Camp H. M. Smith, where your identity and authority to sponsor will be verified.

A criminal history background check will be conducted on each visitor(s) through the National Crime Information Center Interstate Identification Index (NCIC III). Criminal history disqualifiers for base access are located in Base Order 5532.

Please instruct your visitor(s) that when they arrive at the Visitors Center, they must bring the two forms of identification they used to pre-enroll in DBIDS along with the QR code or alpha-numeric pre-enrollment code. Your visitor(s) photograph and digital fingerprints may be taken during processing. Failure to consent to the photograph or digital fingerprints will result in denial of base access.

Once your visitor(s) is enrolled in DBIDS, they will not be required to pre-enroll before each visit or resubmit a photograph or fingerprints; however, the sponsor must submit MCBH S-7 Form 5532 at least five days before each visit.

For additional information, please contact the PMO Customer Service Center at 257-1083/6994. The PMO Customer Service Center is open M-F 0730-1630